

Message

From: Konfirst, Kathrina [konfirst.kathrina@epa.gov]
Sent: 11/2/2020 1:05:53 PM
To: Esher, Diana [Esher.Diana@epa.gov]
CC: Schuman, Kevin [schuman.kevin@epa.gov]; Deal, Roseann [DEAL.ROSEANN@EPA.GOV]
Subject: NSN Meeting Notes - Monday, October 26
Attachments: VPM Slides_Oduwole.ppt

Hi Diana,

I hope you had a nice weekend! Please see below notes from our most recent NSN Call on Monday, October 26th.

Best,

Kathrina

Hello Supervisors and Managers,

Please see below the notes from our most recent **Newer/Seasoned Supervisors Network (NSN)** call on Monday, October 26th. Thank you to all of you who were able to participate in the call. We especially appreciate your questions and comments. I hope you can join us again on our call today, Monday, November 2nd at 12:00pm via Microsoft Teams.

Opening Remarks (Diana Esher)

- A Note on the Election Leave message sent on October 26: Supervisors can approve up to 3 hours of leave for voting. For non-partisan volunteers: You do need approval from the RA for this kind of administrative leave. If you get a request, you can refer it to your Ethics officials first and then it can be routed to Diana.

HR Huddle (Kevin Schuman)

- For election leave questions, please also feel free to reach out to Greg Weller or Kevin Schuman.
- PARS one-on-one reviews need to be completed by Friday, November 6th.
- We are still awaiting further PARS system updates. Regions have been asked not to do anything in system until updates are uploaded. You can try your log-in to ensure that it's functional but please do not attempt to do anything else in the system for now.
- The PARS policy training has been made available in FedTalent. This is mandatory for employees and supervisors and needs to be completed by Friday, November 13th.

- Open Season is coming up. We received a MassMailer with Open Season details on Monday, October 26th. A variety of virtual benefit fairs are available to employees. We will also send follow-up regional messaging.

Lessons Learned from Virtual Public Meetings (Moshood Oduwole)

- Upon taking public meetings virtual, we quickly realized that not meeting in person can present a variety of challenges.
- One very important thing to remember is to ensure that presentations are clear and easy to follow on a small computer screen. Take into consideration the slide layout, simplify maps and make figures easy to read.
- See attached slides from Moshood for virtual public meeting tips as well as a sample public notice for virtual public meetings.

EEO Update (Cynthia Burrows)

- Management Directive 715 states that all agencies/regions should have a model EEO program.
- The directive divides a model EEO program into six (6) essential elements. Cynthia will share one element each week. This meeting focused on: Element #1 - Demonstrated Commitment from Agency Leadership.
- On September 30th, an EEO policy was issued agency-wide for the year and this was re-committed for the Region on October 6th.
- If you have not done so, please read those policy statements (EEO and anti-harassment) that were sent in late September and early October.
- Management continues to make an effort to communicate to employees that we stand against discrimination.
- It is important to remember that anti-harassment policies also apply to outside applicants. Individuals don't have to be employed with EPA.

Please contact Roseann Deal or Kathrina Konfirst if you have anything you would like to present during our weekly calls.

Kathrina Konfirst

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